

The Supervisor's Info-Pipeline

Entry Points to Policies, Procedures, and Processes

As a supervisor or manager, new to Boston College or currently in that role, you need particular information and may be not quite sure where to find it. To guide you through the vast amount of resources available on the [Human Resources website](#), we have compiled specific policies, procedures, and processes you should know about to be effective in your job and to help you and your employees thrive at Boston College.

Information to Help You in Your Transition	Human Resources Policies, Procedures, Processes
Getting Started	Recruiting and Hiring
Getting Around	PeopleSoft/HR Resources
Specific University Services	Onboarding Your Staff
PeopleSoft Financials	Professional Development for You and Your Staff
	Employment Policies
	Work Environment Policies
	Benefits Policies
	Performance Management
	Compensation and Salary Administration

INFORMATION TO HELP IN YOUR TRANSITION

Getting Started

With Employee Self Service, employees are now able to sign up for or change Direct Deposit paycheck allocations and W4 / M4 Federal and State tax exempt information online as well as view personal, employment, paycheck and benefits information. The [Employee Quick Links](#) section within PeopleSoft Human Resources allows for easy access to these services.

How do I get my [BC ID? username and password? campus parking permit?](#)

What [Agora](#) services are available to me?

Who is my [Technology Local Consultant?](#)

[Technology Essentials](#)

[Telephone and Voicemail](#)

[Information Technology Resources](#)

[Email](#)

[Calendar Essentials](#)

[Software supported at BC](#)

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Getting Around

[Boston College Home Page](#)

[Boston College Info Page/Agora Portal](#)

[Campus Directory](#)

[Campus Maps \(Main, Brighton and Law School Campuses\)](#)

[Frequently Requested BC Phone Numbers and E-mail Addresses](#)

[A Guide for New Employees](#)

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Specific University Services

[Work Order Center](#) || Part of Facilities Management Support Systems to place a request for routine and non routine maintenance requests.

[Bureau of Conferences and Catering](#) || How to reserve a room and order food for any event or meeting.

[Student Services Office](#) || University academic policies, registration and course descriptions

[Online services for BC community](#)

[Emergency Closings](#)

[Emergency Preparedness](#) || Contains extensive information about existing campus safety procedures, guidelines for responding to and staying informed in the event of an emergency, links to on- and off-campus resources, and general tips for making safe choices.

[Boston College Police Department](#) || Offers a variety of resources in areas ranging from traffic and parking issues to lost property on campus.

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PeopleSoft Financials

PeopleSoft Financials is how Boston College does business and its modules contain many features. You and/or a member of your staff may be responsible for its functions. For an overview, go to [PeopleSoft Financials Homepage](#).

Specific PeopleSoft Financial Modules

[PeopleSoft Financial Queries](#) || Types and Listing of Reporting Options.

[Financials and HR Reports, Inquiries and Queries](#)

[PeopleSoft Financial Glossary of Terms](#)

[PeopleSoft User Departmental Roles](#)

Related Fiscal and Business Information

[Procurement Services](#) || Details on the Purchasing Card or American Express Card as well as travel information

[Office of the Controller](#) || Covers business and accounting services. See also [specific policies and procedures](#)

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HUMAN RESOURCES POLICIES, PROCEDURES, AND PROCESSES

As a supervisor, you need to be aware of workplace policies and procedures. By becoming familiar with them will enable you to make an informed decision as certain situations, issues, or questions arise. See the [Employee Handbook](#) and [Human Resources Website](#) for additional resources and more details.

Recruiting and Hiring

[Legal Interviewing Guidelines for Managers](#) Summary of Federal laws pertaining to the recruitment process and what questions that can and cannot be asked of applicants

[Job Fair Information Resources](#) How to plan and prepare for an Open House or Job Fair

[Job Opportunities ~ Application Process](#) Information about applying for positions, and tips on using online tool,

[HR Forms and Documentation](#) Contains various HR forms, with corresponding documentation

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PeopleSoft/HR Resources

As Boston College managers do more of their work on-line, the PeopleSoft Human Resource Information System increases in importance. To help managers use this resource more effectively the following links are highlighted. See also [HR Resources for Managers](#) as well as the [Human Resources Website](#).

[Initiating the Recruitment/Hiring Process](#)

[PeopleSoft Documentation](#)

[PeopleSoft Tips for Managers](#)

[PeopleSoft Create a Position Process](#)

[Hiring a Post-Doctoral Fellow and/or a Researcher](#)

[Hiring a Term-Appointed Employee](#)

[How to Pay Independent Contractors, Employees, and Students](#)

Student Hiring

[Hourly Student Hiring Documentation](#)

[Grad Student Stipend Documentation](#)

Part-Time Faculty (PTF) Hiring

[PTF Documentation](#)

[PTF FAQs](#)

Employee Change Request (ECR)

The [Employee Change Request](#) (ECR) details the employee's position and employment information, and is used to update any changes to that information. The ECR is used for *current employees* in order to change position or employment information, e.g., promotion, transfer, leave of absence, reclassification, termination, funding change and salary adjustments. The following links provide documentation and instructions for specific situations.

[ECR Automation - Inquiry Page](#)

[ECR Automation – Pay Job Reclassification](#)

ECR Automation - Leaves

[ECR Leave of Absence Documentation](#)

[ECR Short Term Disability with Pay Documentation](#)

[ECR Long Term Disability Documentation](#)

[ECR Automation - Pay Rate Change/Job Earning Distributions](#)

[ECR Automation- Short Work Break Date Revisions](#)

ECR Automation – Terminations

[ECR Termination Documentation](#)

[User Tips](#)

[ECR Termination Presentation](#)

[Leave Accrual Manager Self Service Time Approval Documentation](#)

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Kronos

[Kronos 6.1 Workforce Central](#) || Web-based timekeeper application used by employees to input hours worked, and used by managers to review and approve employee hours. It is accessed through Agora. Kronos contains the Workforce Central features, to which your system administrator has granted you access rights. See also [Kronos Frequently Asked Questions for Managers](#)

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Onboarding Your Staff

[A Supervisor's Guide to Orienting New Employees](#) || Suggestions to make your new employee feel welcome and help ease transition to Boston College

[Probationary Period](#) || For exempt and non exempt staff

[Hours of Work](#) For exempt and non exempt staff. Includes information regarding flexible work schedule requests

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Professional Development for You and Your Staff

[Employee Development](#) || The Office of Employee Development offers open registration workshops, and provides resources, and services intended to improve employee success and job effectiveness.

[Faculty/Staff Assistance Program](#) || Provides professional counseling, information, and referral services to faculty, staff, and their families. See also [F/SAP webpage](#).

[Well-Practice Manager](#) || Quarterly online newsletter

[Action Steps to Support Your Employee's Learning: A Guide for Supervisors](#) || See also [A Guide for Employees](#) [username and password required]

[University Affiliates Program](#) || Provides black, Hispanic, Asian and Native American professional staff with opportunities to broaden their management experiences and to study critical issues in higher education.

[Environmental Health & Safety Office](#) || Contains health and safety training, information, or compliance assistance.

[Information Technology Service Training](#) || Core business and office software applications used at the University for both Windows and Mac computers.

[Other learning opportunities](#) || Lists scheduled workshops, information on role-specific functions and processes, and credit and non-credit courses, as well as off-campus training opportunities

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Employment Policies

This section contains some of the employment policies and procedures applicable to Boston College employees. As a supervisor, you are expected to be familiar with them so that you may be able to respond accurately and impartially to questions regarding these policies and procedures. For more detailed information, please see [University's Policies and Procedures](#).

[Equal Employment Opportunity and Affirmative Action](#) || Notice of Non Discrimination to comply with and carry out Boston College's responsibilities to prevent discrimination in accordance with state and federal laws,

[Individuals with Disabilities](#) || Extends civil-rights protection to persons with disabilities and prohibit employment discrimination on the basis of disability.

[Psychiatric Disabilities and the ADA](#) || Provides psychiatric disability guidelines that address legal issues faced by employers. Topics include definition of "disability"; inquiries about disabilities; requests for reasonable accommodation; and individual conduct and direct threat

[Employment of Relatives](#)

[Termination and Rehire Policies](#)

[Absences and Lateness](#)

[Break Times for Nursing Mothers](#)

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Work Environment Policies

The overall work environment affects the quality of education and the quality of employee performance. This section outlines key principles and guidelines for ensuring a positive work environment. The [Employee Handbook](#) describes these policies in greater detail.

[Policy on Discriminatory Harassment](#) || Covers harassment based on gender, race, color, religion, national origin, citizenship, handicap, age, sexual orientation, or status as a Vietnam-era veteran. Includes information on sources of assistance and the harassment resource network

[Sexual Assault Network](#) || Primary resource for those who may be victims of sexual assault. See also Student Affairs Division webpage [Sexual Assault Policy and Resources](#).

[University Smoking Policy](#) || Smoking is prohibited in all Boston College buildings and vehicles. Includes restriction details.

[Alcohol Policy](#) || Offers extensive guidelines on the use and service of alcohol pertaining both to employees and students.

[Drug-Free Workplace](#) || Complies with the requirements of the Drug-Free Workplace Act of 1988. Contains information on prohibition of controlled substances, certain disclosures upon employment, and where to seek confidential counseling on drug use/abuse-related problems

[Grievance Procedures](#) || What to do if any employment-related grievances cannot be resolved informally. Provides details on what issues are subject or not subject to grievance and levels of the formal review procedure

[Professional Standards and Business Conduct](#) || Extensive information on policies and procedures concerning employee code of conduct and business ethical issues

[University Diversity Policy](#) || Covers policies, principles and practices of equal opportunity, affirmative action and nondiscrimination in all of its activities, including, but not limited to employment

[Policy on the Protection of Minors](#) || Guidelines designed to provide a safe environment for minors when on the Boston College campus, or while participating in University-sponsored activities off campus. Contains detailed instructions, definitions, and forms.

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Benefits Policies

In the event that an employee may need or request time off due to a personal situation or medical necessity, you should be aware of these particular policies to be accurate and informed.

[Sick Leave and Disability Policies](#)

[Family and Medical Leave Policy](#)

[Personal and Other Non-Medical Leaves](#)

[Vacations](#)

[Personal Days](#)

[Holidays](#)

[Religious Holidays](#)

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Performance Management

Performance management is an investment of time and resources toward attaining departmental and University's mission and strategic goals, and in valuing employee growth and development. These links will help you understand what effective performance and performance expectations look like at Boston College.

[About Performance Management](#)

[Performance Management Process FAQ](#)

[University-Wide Performance Attributes/Competencies](#) || Describes what effective performance looks like at Boston College. Used throughout the performance management process and apply to all employees

[Performance Management Forms](#) || Role Description, Performance Appraisal, Goal Tracking Worksheet

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Compensation and Salary Administration

The Boston College compensation program uses a classification system in which each job is reviewed based on information provided in a role description. For in-depth details and more information see the [Compensation's Office web page](#) and the relevant section in the [Employee Handbook](#).

[Market Pricing Broad Band Compensation System](#) || Overview of broad band system and its salary structure

[General Compensation Practices FAQ](#)

[Job Classification Overview](#) || Provides criteria in which each job is reviewed based on information provided in a role description

[Overtime](#) || Guidelines regarding overtime eligibility

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